

Town of Parry Sound
BUSINESS LICENCING PROCESS
(As per By-Law No. 2006-4937)

A business licence is required to carry on, conduct, operate, maintain, keep or engage in any business involving fireworks, second hand goods, auctioneers, refreshment vehicles, taxi cabs or temporary businesses¹. The process for obtaining a business licence follows.

1. The applicant completes and submits the appropriate *Application for Business Licence* or *Application for Taxicab Owner's Licence* to the Municipal Office. The application should be accompanied by:

- i. Payment of the applicable fee
- ii. [If Required] A site plan
- iii. [If Required] A criminal record check provided by a Police Enforcement Agency
- iv. Any additional business specific requirements as required by the By-law.

2. The Issuer of Licences conducts any additional investigation which he/she deems advisable relative to the application. Any cost incurred in such inspection(s) shall be at the applicant's expense.

3. The application is circulated to the Director of Community Development, Chief Building Official, the Fire Chief and the Municipal Law Enforcement Officer. They evaluate and provide comment on:

- i. Compliance with the Zoning By-Law
- ii. Compliance with the Building Code Act
- iii. Fire and Safety Implications
- iv. [If Required] Applicable criminal offenses identified by the Criminal Record Check.

4. The Accounts Receivable and Taxation Clerk notifies the applicant, in writing, of application approval or denial. If the licence was denied, the written notice will advise that the applicant is entitled to a hearing by the Municipal Council with respect to the licence application

5. Within seven days after the notice has been served, a denied applicant may submit a written request to the Municipal Office for a hearing by the Municipal Council. The Municipal Council may grant the licence in whole, grant the licence subject to conditions and/or probation, or refuse, revoke or suspend the licence. Notice of the Municipal Council's decision is provided to the applicant in writing.

All business licences expire on the 31st day of December in the year in which they are issued.

Last Updated: May 9, 2008

¹ Temporary businesses are defined as Door to Door Sales, Door to Door Sales Person, Day Sales, Craft Show, Trade Show, Antique/Collectable Show, Event Sales, Seasonal Sales, and general exhibiting or offering for sale, on a temporary basis, at one location by two or more vendors, a variety of goods, wares, food or merchandise.